

CODE:
FLSA:
GRADE:

**TOWN OF FORT MILL, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: BUILDING INSPECTOR AND CODES ENFORCEMENT
CODE ENFORCEMENT DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs highly skilled and complex inspections working in securing compliance with building codes in all functional areas including structural, plumbing, mechanical, and electrical codes. Work involves receiving permit requests; making inspections of buildings and other structures to insure compliance with related ordinance; performs zoning inspections as needed and assisting in enforcement of Business License Ordinance; responding to inquiries from the public and government officials; performing special inspection tasks; assists the zoning administrator in the enforcement of the zoning ordinance; working alone and making independent decisions requiring technical and administrative discretion and judgment; working by assigned Department work plans, goals, and objectives; and having work reviewed daily through personal conference and written report for compliance of permit applications, quantity and quality of inspections completed, accuracy of technical data, quality of relationships with staff, contractors, property owners, and the general public. Reports to the Building Official.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Inspects structures for compliance with building codes and ordinances, structural quality, and zoning regulations.

Inspects new construction for compliance with the town's zoning regulations, including providing zoning inspections prior to the issuance of certificates of occupancy and/or final inspections for residential and commercial projects.

Monitors construction activity throughout the town to locate zoning violations.

Serves as a Town Code Enforcement Officer.

Monitors inspection activities through the use of computers and specialized software.

Uses survey instruments, metering devices, tape measures, and test equipment such as concrete strength measurer, in carrying out inspections.

Inspects soil condition and position and depth of foundation footings before the construction of a building foundation.

Reviews blueprints.

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Answers letters or telephone calls.

Writes reports.

Schedules inspections.

Refers to policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Maintains records of inspections made; prepares reports; informs property owners, contractors, builders, and supervisors of violations of code requirements; investigates complaints; supervises and offers technical guidance to less experienced inspectors.

Receives and responds to inquiries from the public and builders in regard to regulations and practices; assists in developing inspection schedules; participates in meetings and conferences. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.

Resolves complex and sensitive customer service uses, either personally, by telephone, or in writing; maintains records and documents of customer service issues and resolutions.

Reviews proposed subdivisions for code compliance.

Performs the duties of a plans examiner, or mechanical, plumbing, or electrical inspector as needed and as qualified.

Prepares and/or processes various records and reports such as technical reports, annual reports, code analyses, building permits, summonses, purchase orders, memorandums, correspondence, notices, etc.

Refers to policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of office equipment such as a computer, printer, adding machine, typewriter, fax machine, telephone, etc.; operates a variety of specialized equipment such as a circuit analyzer, various meters, measuring devices, gauges, carpentry tools, etc.

Uses a variety of general office supplies.

Interacts and communicates with various groups and individuals such as the Town Manager, departmental supervisors and employees, Town department heads and employees, contractors, attorneys, Town Council, architects, engineers, consultants, law enforcement personnel, fire personnel, sales representatives, and the general public.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

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ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate Degree in civil or structural engineering with one to two years of experience in the construction or architectural fields; or any combination of training and experience, which provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license. Must have a valid combination level Building Inspector license; International Code Conference certification as a building, electrical, plumbing, and mechanical inspector; and additional ICC certification as required. Must maintain continuing education (CEU's) and testing in all classification for all areas as a combination inspector.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including office equipment, test instruments, hand tools, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for extended periods of time and reach, handle, stoop, kneel, crouch, crawl, push, pull and lift / carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, codes, ordinances, laws, engineering/architectural drawings, etc. Requires the ability to enter data into computer and prepare technical reports, permits, records, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terminology including construction engineering, electrical, mechanical, plumbing, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to

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utilize mathematical formulas, to determine percentages and decimals, to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of algebra, geometry and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a moderate degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies and procedures of the Code Enforcement Department as they pertain to the performance of duties of the Building Official. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the role of the department in relation to the entire operations of the Town. Has considerable knowledge of the functions and interrelationships of Town and other related governmental agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of modern office practices and technology. Has knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has knowledge of the principles and practices of codes enforcement, building construction, basic engineering, zoning, planning and development, etc. Has knowledge of the computer and other technical terminology used within the department; is skilled in the use of computers for data and word processing. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret a variety of materials pertaining to the responsibilities of the job. Is able to analyze problems that arise in areas of supervision and prepare accurate, comprehensive, clear and concise reports and recommendations. Is able to establish effective record-keeping systems; is able to maintain records accurately and with confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to provide assistance and

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administrative support to various departments, supervisors, co-workers and the general public as needed. Has good organizational, technical and human relations skills. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Has knowledge of the standard tools, materials and practices of the industry. Is skilled in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the industry. Is capable of working under stressful conditions as required. Has knowledge of how to react calmly and quickly in emergency situations. Is able to work in uncomfortable environmental conditions, including exposure to extreme heat and cold, wetness, humidity, noise, dust/pollen/smoke, electrical currents, machinery hazards, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with

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external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively in order to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve the goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes work and that of subordinate staff well. Ensures that personnel understand what results are expected of them and that each are regularly and appropriately informed of all matters affecting them and/or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of division personnel under charge, ensuring their induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards employees under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

Controlling: Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns additional duties as necessary and/or appropriate in order to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for

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enhancing the effectiveness functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies and routinely reviews policies to ensure that any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.